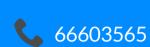


almuaili.kepa@gmail.com



Fnaitees Block 3 Street 310 House

521

Kuwaiti

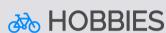
19/10/1980

Married

E LANGUAGES

English Arabic







Travel



Fishing



Reading

Abdullah Najam Almuaili

Administrative Coordinators

SUMMARY

I worked More than five years of private sector experience at Kuwait Investment Projects Asset Management Company (KAMCO) has enabled me to work with the team to achieve the greatest desired results.

In 2010, I moved to work in the government sector in Environment Public Authority Specifically in the General Manager's Office Until the present time, which added to my experience more than thirteen years distinguished in the development of my professionalism in management and problem solving, I was assigned to the position of Manager office of Director General on a temporary basis for one year which added to me the ability to make decisions and develop staff to advance top management strategies and achieving goals. Also i was participation in the delegation accompanying the Director General in various external missions.

WORK EXPERIENCE

Apr **2010** Present -

Administrative

DGM Office / Environment Public Authority

Arab Republic of Egypt - Cairo.

- Participation in the Personnel Affairs Committee.
- Participation as a rapporteur of the staff's internal regulations team for the Environment Public Authority.
- Coordinator between the Office of the Director-General and the National Assembly regarding the Environmental Protection Law.
- Coordinator between the Office of the Director General and the Supreme Council for the Environment - the Council of Ministers.
- Army.
 Participation in the coordinating team of the Kuwait Free of Plastic
 Conference under the auspices of the Director General of the

Coordinator between the Office of the Director General and the US

- Environment Public Authority.
 Representation of the State of Kuwait at the previous coordination meeting of the Ministers of Environment meeting at the Arab League -
- Representing Kuwait as Coordinator of the Office of the Director-General as part of the team to meet the Center for Marine Environmental Sciences (Cefas) -London.
- Participation within the delegation accompanying the Director
 General of the Environment Public Authority in the meeting of the undersecretaries responsible for environmental affairs the Gulf
 Cooperation Council the Kingdom of Bahrain Manama.
- Participation in the delegation accompanying the Director General of the Environment Public Authority in the meeting of the agents responsible for environmental affairs - the Gulf Cooperation Council - the Kingdom of Saudi Arabia - Jeddah.
- Participation within the delegation accompanying the Director
 General of the Environment Public Authority in the International
 Meeting on Climate Change State of Qatar Doha.

Nov **2004** Oct **2009**

Administrative

KAMCO Invest /Department of Administrative Affairs

Kuwait

- Apply all tasks required by the direct administrator.
- Coordination between Department of Administrative Affairs and all sectors of the company to meet all needs.

EDUCATION

Feb **2016** Sep **2020** Business Administration / System

Arab Open University

Ruwait

PERSONAL SKILLS

Leadership 100%

100%

Communication

100%

Self-motivation

100%

Decision Making
100%

Adaptability 100%

Computer 100%

COURSES

Executive Secretarial

Institute of Integrated Studies
From 2003 Until 2004

Microsoft Certified Systems Engineer

Apr **2005**

May **2003**

Feb **2017**

New Horizons From 2005 Until 2006

Building Trust
Gulf National Co

Sep **2007**

IELTS

British Council

MOST PROUD OF



Creative Thinking, Effectiveness, Productivity

Planning
Analyzing

Analyzing Issues, Decision Making, Project Management, Strategic Planning

Team Work
Collaboration, Delegation, Goal Setting, Group Leadership